

NORTHWEST MUNICIPAL CONFERENCE

1600 East Golf Road, Suite 0700
Des Plaines, Illinois 60016
(847) 296-9200 • Fax (847) 296-9207
www.nwmc-cog.org



*A Regional Association of Illinois
Municipalities and Townships
Representing a Population of Over One Million*

**Northwest Municipal Conference
Transportation Committee**

Agenda

Thursday, January 25, 2024

8:30 a.m.

NWMC Offices and Video Conference

<https://us02web.zoom.us/j/82990881076>

Meeting ID: 829 9088 1076

Passcode: 515751

Dial by your location: (312) 626-6799

- MEMBERS**
- Antioch
- Arlington Heights
- Bannockburn
- Barrington
- Bartlett
- Buffalo Grove
- Deer Park
- Deerfield
- Des Plaines
- Elk Grove Village
- Evanston
- Fox Lake
- Glencoe
- Glenview
- Grayslake
- Hanover Park
- Highland Park
- Hoffman Estates
- Kenilworth
- Lake Bluff
- Lake Forest
- Lake Zurich
- Libertyville
- Lincolnshire
- Lincolnwood
- Morton Grove
- Mount Prospect
- Niles
- Northbrook
- Northfield
- Northfield Township
- Palatine
- Park Ridge
- Prospect Heights
- Rolling Meadows
- Schaumburg
- Skokie
- Streamwood
- Vernon Hills
- West Dundee
- Wheeling
- Wilmette
- Winnetka

- President*
- Tom Dailly
- Schaumburg

- Vice-President*
- Rodney Craig
- Hanover Park

- Secretary*
- Donna Johnson
- Libertyville

- Treasurer*
- John Lockerby
- Skokie

- Executive Director*
- Mark L. Fowler

- I. Call to Order**

- II. November 30, 2023 Meeting Minutes (Attachment A)**
Action Requested: Approve Minutes

- III. Agency Reports**
 - a. CMAP (Attachment B)**
 - b. Cook County Department of Transportation and Highways**
 - c. IDOT Highways**
 - d. IDOT Local Roads**
 - e. Illinois Tollway**
 - f. Metra (Attachment C)**
 - g. Pace**
 - h. RTA (Attachment D)**

- IV. CMAP Small Area Traffic Forecasts Revisions**
CMAP staff will present on recent updates and improvements to the modeling involved in localized traffic forecasting, and what these forecasts affect.
Action Required: Informational

- V. CMAP Plan of Action for Regional Transit (PART) Update**
NWMC staff will present an update on the status of the CMAP Plan of Action for Regional Transit (PART).
Action Requested: Informational

- VI. CMAP Bylaw Proposals (Attachment E)**
At its June 14, 2023 meeting, the CMAP Board discussed proposed changes to its bylaws. The proposed changes and a CMAP explanatory memo is attached.
Action Requested: Informational/Discussion

- VII. Other Business**

- VIII. Next Meeting**
The next meeting of the NWMC Transportation Committee is scheduled for Thursday, February 22 at 8:30 a.m. at the NWMC offices and via videoconference.

- IX. Adjourn**

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**Northwest Municipal Conference
Transportation Committee
Minutes
Thursday, November 30, 2023
NWMC Offices and Video Conference**

MEMBERS

- Antioch
- Arlington Heights
- Bannockburn
- Barrington
- Bartlett
- Buffalo Grove
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- Des Plaines
- Elk Grove Village
- Evanston
- Fox Lake
- Glencoe
- Glenview
- Grayslake
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- Highland Park
- Hoffman Estates
- Kenilworth
- Lake Bluff
- Lake Forest
- Lake Zurich
- Libertyville
- Lincolnshire
- Lincolnwood
- Morton Grove
- Mount Prospect
- Niles
- Northbrook
- Northfield
- Northfield Township
- Palatine
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- John Lockerby
- Skokie

Executive Director
Mark L. Fowler

Members Present

- Rodney Craig, President, Hanover Park, Co-Chair
- Donna Johnson, Mayor, Libertyville, Co-Chair
- Kyle Johnson, Deputy Public Works Director/Village Engineer, Buffalo Grove
- Bob Benton, Trustee, Deerfield
- Eric Heiker, Civil Engineer, Des Plaines
- Dudley Onderdonk, Trustee, Glencoe
- Jeff Brady, Director of Community Development, Glenview
- Terri Gens, Trustee, Mount Prospect
- Sean Dorsey, Director of Public Works, Mount Prospect
- Lou Arrigoni, Senior Civil Engineer, Park Ridge
- Peter Falcone, Assistant City Administrator, Prospect Heights
- Brian Bieschke, Trustee, Schaumburg
- Samantha Maximillian, Senior Engineer, Skokie

Others Present

- Mike Skibbe, Buffalo Grove
- Jack Bielak, Northbrook
- Kyle Goetzmann, Wheeling
- Shane Cullen, IDOT
- Gerardo Fierro, IDOT
- Katie Herdus, IDOT
- Ryan Ruehle, Cook County Department of Transportation and Highways
- Kelsey Passi, Illinois Tollway
- Steven Andrews, Pace Suburban Bus
- Niko Gyori, Pace Suburban Bus
- Kendra Johnson, RTA
- Joe Cwynar, Engineering Enterprises
- Daniel Knickelbein, TranSystems
- Mark Fowler, NWMC
- Larry Bury, NWMC
- Eric Czarnota, NWMC
- Brian Larson, NWMC

I. Call to Order

Mayor Johnson called the meeting to order at 8:31 a.m.

II. October 26, 2023 Meeting Minutes

Trustee Benton moved approval of the October 26, 2023 minutes. President Craig seconded the motion, which was unanimously approved.

III. Agency Reports

a. CMAP

Mr. Czarnota indicated Ms. Weber had recently left CMAP, and that Ms. Stolpe would likely take over CMAP's role at future Transportation Committee meetings.

b. Cook County Department of Transportation and Highways

Mr. Ruehle shared news of the release of the Cook County Transit Plan, highlighting its focus of the County serving in a partnership role to leverage transit funding and technical assistance. Shared that the Invest in Cook grant program Call for Projects will open in January.

c. IDOT Highways

Ms. Herdus reported that little has changed on the current report, although the IL 59 project had let. Ms. Herdus asked that any functional reclassification requests be sent to her. She added that the starting MYB program process should be underway in January, and that IDOT is closing down construction for the season.

d. IDOT Local Roads

Mr. Gerardo reported that the provided agency report was most up to date. Reporting on questions from members, he indicated that the agreement timeline is the current largest bottleneck in process. Mr. Gerardo placed an importance of communities being on top of getting consultant responses to IDOT questions and avoiding delays in responses can assist IDOT in meeting community deadlines. Mr. Gerardo recommended that at time of project initiation, it may be useful to assign a staffer at the LPA to manage consultants and these timelines. Mr. Gerardo also shared that IDOT usually encounters bottlenecks at the end of the design process deadline, and asked for those design elements (ROW, scope, limits) to be introduced as soon as possible to avoid restarting processes.

Mayor Johnson suggested that a cover list of recommendations regarding the document submission process timeline be included.

Mr. Czarnota shared that NWMC is working with CMAP, IDOT BLR, and local agencies to develop a workshop on IDOT timelines and process. Mayor Johnson asked that a target date be shared as soon as possible. Mr. Czarnota indicated that CMAP is taking the lead on the project and would notify communities when more information is available.

e. Illinois Tollway

Ms. Passi shared information on IPASS Assist, and that the Tollway has a toolkit available to communities. This includes a mobile IPASS Group available for tabling at community events.

Mr. Fowler asked about transponder conversion and what happens to old transponders. Ms. Passi indicated transponders would continue to work, the updated sticker will likely not happen until June, and did not know what would be done with existing transponders.

Mayor Johnson stated concerns about theft and connection between stickers and correct vehicles. Ms. Passi would include that concern in comments.

f. Metra

Written report included.

g. Pace

Mr. Andrews reported that there were no new items since last month. Mr. Andrews reiterated the Pace Pulse Dempster launch, Pace's new budget, and Hire on the Spot events on Thursdays at Pace HQ, including a CDL event at Harper College.

Mayor Johnson asked about recruitment, retention, and turnover caused by safety concerns. Mr. Andrews responded that driver safety does not appear to be a major concern or reason for turnover, and recruitment is going well, although still not yet at desired levels. Mr. Andrews also shared that Pace's October ridership was highest since pre-pandemic, reaching 80% of pre-pandemic ridership levels.

h. RTA

Ms. Johnson reported that the regional transit budget process updates are still being presented to counties, and a regional transit budget virtual hearing will be held on December 7 from 4-6 p.m.

Ms. Johnson also shared that the next Transit is the Answer Coalition meeting at RTA offices is on December 5. She added that rollout continues for the Transit Benefits program that will be required for organizations with more than 50 employees within 1 mile of fixed route service.

Mayor Johnson asked about anticipated revenue from the transit benefit program and its impact on the transit fiscal cliff. Ms. Johnson responded that the expansion of pre-tax benefits would generally be beneficial for transit revenues.

President Craig asked whether RTA would be sharing information about the Transit Benefit program. Ms. Johnson indicated she would share the blog post and a media packet for community engagement.

<https://www.rtachicago.org/blog/2023/07/25/legislation-expands-transit-benefit-program-to-workplaces-across-the-chicago-region>

IV. IDOT 2024 Long Range Transportation Plan

Shane Cullen, IDOT, presented on the 2024 update to the IDOT Long Range Transportation Plan that outlines transportation goals, objectives and planned investments.

Mr. Cullen shared how the LRTP has begun Phase 1, which is scheduled to end December 31. The project has a goal of submitting the project for review by the end of 2024. Mr. Cullen shared results of community outreach and feedback, indicating that safety has grown as a key goal area, with some of the existing 2019 LRTP goal areas possibly dropping off of the top 5 in importance. Respondents had high concerns about funding for transit, integration of equity, technological changes, and maintenance of aging infrastructure.

The LRTP looked to Michigan, Wisconsin, Minnesota, and Ohio as peer states to analyze how the LRTP goals were alike or different. As part of the outreach process, IDOT utilized an equity atlas to target in-person events, with future pop-up events scheduled as the process continues. Mr. Cullen shared that IDOT is available to demonstrate the equity atlas to interested parties.

Mayor Johnson asked who the consultant was and their experience with that kind of state-wide engagement. Mr. Cullen responded that HDR was selected as the consultant had completed similar projects in scale and level of engagement in the past.

Mayor Johnson asked whether the Safety goal included the age of facilities. Mr. Cullen did not have that level of breakdown of demographics.

V. Other Business

There was no other business.

VI. Next Meeting

Mayor Johnson announced that the next meeting of the NWMC Transportation Committee is scheduled for Thursday, January 25 at 8:30 a.m. at the NWMC offices and via videoconference.

VII. Adjourn

President Craig moved to adjourn the meeting at 9:27 a.m. Trustee Benton seconded the motion, which was unanimously approved.

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CMAP News

The CMAP office is open daily and [staff](#) have established hybrid work schedules. All CMAP committee meetings are held in-person, and a quorum of committee members must be physically present. CMAP continues to provide options for non-member attendees to participate in meetings virtually. Meeting materials, webinar links, minutes, and recordings can be found on [CMAP's Legistar page](#). For general questions, complete our [contact form](#). Subscribe to updates from CMAP on transportation, the economy, climate and more [here](#).

Job Opportunities

CMAP is hiring for several full-time positions: a [TIP Analyst](#) in the Research, Analysis, and Programming division; a [Senior Accountant](#) in the Finance division; an [Engagement Specialist](#) in the Communications and Engagement division; an [ADA Planner](#) in the Planning division. Visit CMAP's [Careers page](#) to discover more job opportunities.

The Kane County DOT is seeking a [Bicycle/Pedestrian Planner](#).

Plan of Action for Regional Transit (PART)

At the direction of the CMAP Board and MPO Policy Committee, CMAP delivered the PART report to the Governor and Illinois General Assembly. The final PART report can be found [here](#) and a recording of the PART launch event can be found [here](#).

Next steps? The 132-page report includes legislative recommendations that the agency will distill for state legislators to guide their work for a responsive and sustainable public transit system for northeastern Illinois. CMAP will also share that legislative guide with county and municipal officials. CMAP will continue to provide updates about legislative initiatives related to the PART report and the future of public transit in northeastern Illinois. Please contact [Jane Grover](#) if you would like a briefing on the PART report.

Program Status Updates

Surface Transportation Program

The [STP Project Selection Committee](#) last met on November 2, 2023. The committee is scheduled to meet next on **February 15, 2024**, at 9:30 am. [Meeting Materials](#) are posted on CMAP's Legistar page one week in advance of the meetings. Program status reports for the STP Shared Fund, based on quarterly updates submitted by project sponsors and an accounting of available, programmed, and obligated funds for the region are available on CMAP's [STP web page](#).

Staff Contact: [Kama Dobbs](#) (312-386-8710)

Congestion Mitigation and Air Quality (CMAQ), Carbon Reduction (CRP), and Transportation Alternatives (TAP-L)

The most recent CMAQ Project Selection Committee (PSC) meeting was held on November 2, 2023. The committee's next meeting is scheduled for **February 15, 2024**, at 11:00 am. [Meeting materials](#) are posted on CMAP's Legistar page one week in advance of the meetings. Information for submitting change requests for CMAQ, CRP, or TAP-L funded projects can be found on CMAP's [CMAQ web page](#).

Staff Contact: [Doug Ferguson](#) (312-386-8824)

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Safe Travel for All Roadmap (STAR)

CMAP's STAR program continues to work to improve regional travel safety with assistance, resources and policy development. CMAP's Speed management paper is in the final stages of review to share with partners and the public. Our *Safe Streets and Roads for All* Regional Safety Action Plan program will kick off before the end of the year, with six county-led safety action plans across the region. The procurement process is nearing completion, with staff and county representatives reviewing 11 proposals for the 6 county safety action plans, hoping to align the responses with county needs and budgets. The Regional Equity and Engagement consultant responses are also under review.

Technical assistance work also includes:

- Glendale Heights Bicycle and Pedestrian Plan (Recommendations phase)
- Round Lake Beach Bicycle and Pedestrian Plan (Recommendations phase)
- Alsip Bicycle and Pedestrian Plan (anticipated start late October)
- Richmond Bicycle and Pedestrian Plan (anticipated start November)
- West Cook Bicycle and Pedestrian Plan (anticipated start November)
- Greater Ashburn Safety Action Plan (anticipated start November)

Staff Contact: [Lindsay Bayley](#) (312-386-8826)

CMAP Products and Data

Explore the CMAP Data Hub

CMAP's [Data Hub](#) provides vetted and trustworthy information about northeastern Illinois so local governments, community organizations, academic researchers, businesses, and more can learn and make informed decisions about their communities. The Data Hub allows you to search or browse by categories and tags. You can find tables or shapefiles for transit routes and stops, greenhouse gas emissions, economically disconnected and disinvested areas, bikeway inventory system, and more!

2023 Community Data Snapshots

Updated CMAP [Community Data Snapshots](#) are now available. The annual snapshots provide data-driven profiles for every county, municipality, and Chicago Community Area (CCA) in our region. The snapshots include updated demographic, socioeconomic, and employment data from the American Community Survey (ACS) datasets, updated land use summaries using data from the [Land Use Inventory](#), and updated estimated vehicle miles traveled per household. Staff has also created a [toolkit](#) to help communities share this information.

Improving Accessibility in the Region

CMAP has launched a program to help communities in northeastern Illinois improve accessibility for their residents and visitors with disabilities. This [CMAP webpage](#) provides communities and partners with essential information about improving accessibility and complying with the Americans with Disabilities Act. Sign-up to receive the Accessible Communities newsletter by updating your subscriber preferences [here](#).

CMAP also conducts a series of free ADA trainings, which cover ADA and Title II requirements, completing a self-evaluation, the role of an ADA coordinator, and developing a transition plan. Training slides and recordings from these sessions are available on the [CMAP website](#).

January 8, 2024

Additionally, the U.S. Access Board has released a [series of videos](#) on Public Right-of-Way Accessibility Guidelines (PROWAG). These videos review the accessibility requirements to make sidewalks, crosswalks, shared use paths, on-street parking, and other pedestrian facilities accessible to people with disabilities.

IJA Booklet and Resources for Communities

CMAP has launched an [online resource](#) to provide communities and partners with the essential information they need to know about IJA and its benefits to the region. This includes funding estimates for existing transportation programs as well as new programs that can make our regional transportation system stronger and more resilient for the next generation of users.

CMAP has also been working with partners and stakeholders to prioritize and achieve consensus around sustainable solutions to our region's transportation challenges. The highest priority projects for the region are reflected in the [IJA booklet](#). These projects align with the [core principles](#) that guide IJA and our region — inclusive growth, resilience, and prioritized investment.

From Our Partners

IDOT 2022 Pavement and Structure Data

Pavement and structure condition data, collected in 2022, is available on the IDOT website [here](#). At the bottom of the page, you can download a zip file, which contains Excel and GIS layer packages containing the data.

2022 Statewide Crash Data

On June 20, 2023, IDOT released [Circular Letter 2023-18](#) regarding the 2022 statewide crash data and safety portal. The information can be accessed by logging into [IDOT's Safety Portal](#), which provides access to search and retrieve individual crash reports, view the location of a crash on a map, access the full 10-year retention period for historical and trend analysis purposes of sites and crashes, and generate standardized summary reports of crash data based on various input parameters. Additional crash data may be requested by contacting the Bureau of Data Collection at DOT.DTS.DataRequests@illinois.gov. Additionally, the 2021 Illinois [Crash Facts and Statistics Publications](#) are also available on the IDOT website.

Bicycle Facility Inventory System

IDOT has launched the [Bicycle Facility Inventory System](#). Users have access to add new facilities, update existing facilities, and mark facilities as decommissioned. A recording of the April 5th [webinar](#) which demonstrates how to use the system is available. For questions and additional information please email: DOT.BikePed@Illinois.gov.

Vulnerable Road User Safety Assessment (VRUSA)

The Illinois Department of Transportation is excited to announce that the [Vulnerable Road User Safety Assessment \(VRUSA\)](#) has been completed and is now available for download and use. The VRUSA contains the Department's efforts to help stakeholders identify programs and projects to address vulnerable road user safety through stakeholders' engagement and data analysis. It also outlines safety strategies based on the safe system approach with a profound consideration for equity principles. It is our intention for this document to be an important tool for stakeholders to continue to address the needs of VRU's in their communities.

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In the coming months IDOT will be developing tools that can assist our various partners with identification of safety trends and effective countermeasures to increase VRU safety. The final document, recordings to the webinars, and more information can be found in the link below to the VRU Webpage, the most current information will be posted [here](#).

IDOT BLRS Circular Letter 2023-32 ADA Title II Compliance Assessment

On December 13, 2023, [Circular Letter 2023-32](#) was released, which highlights the collaboration between IDOT and CMAP to assist Local Public Agencies (LPAs) in complying with the Americans with Disabilities Act (ADA) requirements relating to Title II of the ADA and the development of an ADA Self-Evaluation & Transition Plan for areas within the public right-of-way. The initial goal of these programs is to understand the level of compliance with respect to the public right-of-way and to help agencies increase compliance with the ADA and Public Rights-of-Way Accessibility Guidelines (PROWAG) regulations. In the current Phase I of this initiative, IDOT is requesting municipalities complete this [survey](#) to inform future phases of work.

Funding Opportunities

IDOT BLRS Circular Letter 2023-34 Section 130 and Grade Crossing Protection Fund Programs

On December 20, 2023, [Circular Letter 2023-34](#) announced two NOFOs for the federal Section 130 Program and the ICC CSIP Program for projects related to rail-highway safety. IDOT is accepting applications for Fiscal Year 2025 and 2026 Local Rail-Highway Grade Crossing Safety Program (Section 130 Funds), which is federally funded. Simultaneously, but separately, the Illinois Commerce Commission (ICC) is accepting applications for their FY 2025 - 2029 Crossing Safety Improvement Program (CSIP) funded through the Grade Crossing Protection Funds (GCPF). The scope and coverage of these programs is very similar, but please note the each are different in their submission requirements.

IDOT Bureau of Safety Programs and Engineering (BSPE) Highway Safety Program NOFOs

IDOT is seeking grant applications to reduce serious injuries and fatalities on Illinois roadways. Six (6) [NOFOs](#) and application information are available on the IDOT website. All NOFO applications will be submitted in the State of Illinois' new grant management system – [AmpliFund](#). Please see the information below for submission guidance on all NOFOs. To log in to the Amplifund system, please use your GATA credentials (grants.illinois.gov). All applications are due **February 17, 2024, at 4:00 pm**.

Federal RAISE Grant Opportunity

The U.S. Department of Transportation (USDOT) recently announced \$1.5 billion in [RAISE discretionary grant funding](#) available to help state and local governments complete locally and regionally important transportation projects. [Recently awarded projects](#) include planning and infrastructure to construct bike and pedestrian facilities, as well as first and last mile connections to transit.

The deadline for applications is **11:59 p.m. EST on February 28, 2024**, and selections will be announced no later than June 27, 2024.

Public Input Opportunities

Amtrak Chicago Union Station concourse improvement survey

Amtrak is planning for the redesign of the concourse at Chicago's Union Station and has launched a [public survey](#) for feedback. The new concourse design will increase capacity and provide a higher level of service for both intercity and commuter passengers, while improving the state of the facility. Additionally, the renovation will incorporate contemporary thinking around sustainability, inclusivity, and universal design. It will improve safety, reduce severe congestion, create a more logical, customer

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friendly passenger flow, improve signage and wayfinding, expand restroom capacity, and create a spacious Amtrak waiting and boarding area — providing a more welcoming environment for both Amtrak and Metra customers.

Training Opportunities

FHWA Learning Management System

FHWA's National Highway Institute launched its [Blackboard Learning Management System \(LMS\)](#) to provide a more interactive and user-friendly platform, offering easier access to course information, simplified course registration, transcript viewing, and online management of profile information and passwords.

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Federally-Funded Project Implementation and Active Program Management Reminders – January 2024

- 1/5/2024: Pre-final plans due for projects targeting the June 2024 letting
- 1/15/2024: Final plans and draft agreements due for projects targeting the April 2024 letting
- 1/24/2024: ROW must be certified for the March 2024 letting

###

This information is compiled from these official sources:

- IDOT Bureau of Local Roads and Streets Region One Letting Schedule (latest version available from IDOT District 1 BLRS staff)
- CMAP's TIP Due Dates and Master Transportation Schedule (latest version posted [here](#))
- [STP Active Program Management Policies](#)
- CMAP's call for projects [web page](#) (Refreshed prior to each call)
- CMAP's [CMAQ and TAP-L Program Management and Resources web page](#)

If there are any discrepancies in dates, the dates listed on the official sources above should be used. Consult with your planning liaison to resolve any questions or concerns.



January 19, 2024
NWMC Technical Committee

Ridership

Current ridership recovery is at 60% of pre-pandemic levels.

2024 Fare Changes : https://youtu.be/dwt2_VDKBbc

The changes in fare products and the new prices that take effect Feb. 1 are part of a major restructuring of Metra's fare system that was approved by the Metra Board of Directors in November. Metra's goal was to create a fare structure that customers can easily understand, that encourages ridership, simplifies onboard fare collection, and meets Metra's financial and technical constraints.

Fares under the new structure are set at or below pre-pandemic levels, and promotional fares introduced during the pandemic are being discontinued. Reduced fare rates still will be available to certain groups.

Under the new structure, the number of fare zones is reduced from 10 to 4, with downtown stations assigned to Zone 1 and outlying stations assigned to Zones 2 through 4. The zones are based on a combination of distance from downtown, service patterns and ridership characteristics on each line, which vary.

Due to the switchover to the new fare structure, the February Monthly Pass will not go on sale from vending machines or in the Ventra app until Feb. 1. To lessen the inconvenience to Metra customers, paper January Monthly Passes will remain valid until noon on Feb. 5. Starting with the March pass, Metra will resume selling Monthly Passes on the 20th of the prior month.

If you buy 10-Ride Tickets:

- The **10-Ride Ticket** will no longer be available for purchase. The last day to purchase a 10-Ride Ticket will be Jan. 31, 2024. Tickets purchased on or before that day will be valid for travel for 90 days. Ten-Ride Tickets are not refundable.
- The 10-Ride Ticket is being replaced with a **Day Pass 5-Pack**: The five Day Passes can be used on any five days within 90 days of purchase. The Day Pass 5-Pack will be available only in the Ventra app.

If you buy a Monthly Pass:

- The promotional \$100 Super Saver Monthly Pass is being eliminated and Monthly Pass prices will again be based on distance traveled. All Monthly Pass prices are lower than pre-pandemic prices.

- A **Monthly Pass** will cost \$75 from Zone 2 to Zone 1, \$110 from Zone 3 to Zone 1 and \$135 from Zone 4 to Zone 1. Monthly Passes covering trips that do not begin or end downtown (Zone 1) will cost \$75. Passes can be used for unlimited travel between the zones selected on weekdays and anywhere in the system on weekends.
- Due to the switchover to the new fare structure, the February Monthly Pass will not go on sale from vending machines or in the Ventra app until Feb. 1. To lessen the inconvenience to Metra customers, paper January Monthly Passes will remain valid until noon on Feb. 5. Starting with the March pass, Metra will resume selling Monthly Passes on the 20th of the prior month.

If you buy a Regional Connect Pass:

- The \$30 **Regional Connect Pass** will be available to Monthly Pass buyers in the Ventra app only for unlimited rides on CTA and Pace. Buyers will need to have a Ventra card registered in the app to which the pass can be added.

If you buy One-Way Tickets:

- **One-Way Tickets** to Zone 1 will cost \$3.75 from Zone 2, \$5.50 from Zone 3 and \$6.75 from Zone 4. One-Way Tickets covering trips that do not begin or end downtown (Zone 1) will cost \$3.75.
- One-Way Tickets purchased from vending machines will expire three hours after purchase. One-Way Tickets bought in the Ventra app must be used within 14 days and once activated will expire in three hours. One-Way Tickets bought on the train from a conductor are valid for that trip.
- One-Way Tickets purchased on or before Jan. 31, 2024, will remain valid for 14 days after purchase.

If you buy Day Passes or Weekend Passes:

- The weekday **Day Pass** will be priced at twice the cost of a One-Way Ticket and will be valid for unlimited rides for a single day within the zones selected. The \$6 and \$10 weekday Day Passes will be discontinued.
- Day Passes purchased from vending machines will expire at 3 a.m. on the day after purchase; Day Passes bought in the Ventra app must be used within 14 days and once activated will expire at 3 a.m. the next day.
- Day Passes purchased in the Ventra app on or before Jan. 31, 2024, will remain valid for 7 days after purchase.
- The \$7 **Saturday, Sunday, or Holiday Day Pass** will still be available from machines, conductors or the Ventra app, and the \$10 **Weekend Pass** still will be available on the Ventra app only.

Incremental fares:

- **Incremental fares** – a surcharge to travel beyond the zones indicated on the ticket – will be discontinued. Riders will be required to buy a ticket valid for the trip they are taking.

If you ride the Rock Island or Metra Electric lines:

- The Fair Transit South Cook pilot, which allows all riders on those lines to pay the reduced fare rate for tickets, is ending Jan. 31. Ten-Ride Tickets bought under the pilot

will remain valid for 90 days from the date of purchase, and One-Way Tickets bought under the pilot will remain valid for 14 days from the date of purchase.

- The new Access pilot will begin Feb. 1, offering reduced fares to low-income Metra riders regionwide. All Supplemental Nutrition Assistance Program (SNAP) recipient household members living within the six-county region are eligible for the Access pilot.
- More details about the Access pilot will be announced in mid-January.

Ticket Windows Closing

Metra is closing its remaining ticket windows and repurposing some of the agents as customer service representatives, including at all downtown Chicago stations. Agents at outlying stations on the BNSF line stopped selling tickets effective Jan. 8 and agents on all other lines, including at downtown stations, will stop effective Feb. 1. Tickets will be available for purchase through the Ventra app, new ticket vending machines that have already been installed at the busiest stations (see list below) and conductors on the trains.

Downtown Stations

- Chicago Union Station
- Ogilvie Transportation Center
- LaSalle Street Station
- Millennium Station

BNSF Line

- Chicago Union Station
- LaGrange Road
- Western Springs
- Hinsdale
- Downers Grove/Main Street
- Belmont
- Lisle
- Naperville
- Route 59
- Aurora

Metra Electric Line

- Millennium Station
- Museum Campus
- Van Buren

Milwaukee District North Line

- Chicago Union Station
- Libertyville
- Fox Lake

Milwaukee District West Line

- Hanover Park
- Elgin

Rock Island Line

- LaSalle Street Station

- Tinley Park/80th Avenue
- Joliet

Union Pacific North Line

- Ogilvie Transportation Center
- Wilmette
- Highland Park
- Waukegan

Union Pacific Northwest Line

- Ogilvie Transportation Center
- Mount Prospect
- Arlington Heights
- Palatine
- Crystal Lake

Union Pacific West Line

- Ogilvie Transportation Center
- Elmhurst
- Glen Ellyn



Local Government Update

175 W Jackson Blvd
Suite 1550
Chicago, IL 60604
312 913 3200
rtachicago.org

January 2024 Update

2024 regional transit budget adopted

The RTA Board of Directors voted to adopt the [2024 regional operating budget, two-year financial plan, and five-year capital program](#) at their December 2023 meeting. The combined budgets for CTA, Metra, and Pace contain \$3.924 billion in operating expenses and \$5.975 billion for the capital program. In addition to increasing service levels to meet growing post-pandemic demand, the 2024 budget creates a regionwide reduced fare pilot program for Metra riders experiencing low-incomes and makes progress on fare integration with new, affordable transit passes that can be used across the system.

State funding leads to continued progress on capital program

RTA released the semi-annual [Project Management Oversight Report](#), detailing the service boards' efforts on implementing their capital programs. The report includes 84 projects representing over \$2.66 billion in state funding. Highlights include the completed track work on the [Blue Line Forest Park rebuild](#), [Metra Electric Line station rehabilitation](#), and a [Pace ADA transfer facility coming to the Northwest Transportation Center in Schaumburg](#). Details on these and other projects can be found in the report and online at www.rtams.org.

People experiencing low incomes can now access reduced Metra fares

A pilot program in 2024 will provide [reduced Metra fares to residents of the Chicago region experiencing low incomes](#). This 18-month pilot program would be offered to all Supplemental Nutrition Assistance Program (SNAP) recipient household members living within the six-county region. Depending on the availability of additional funding, the pilot will be expanded to CTA and Pace. Eligible households are able to apply at fares.rtachicago.org beginning January 15, 2024. The pilot discount is not offered with other regional fare products and cannot be combined with other free or reduced fare discounts, student pricing, or group tickets.



Local Government Update

175 W Jackson Blvd
Suite 1550
Chicago, IL 60604
312 913 3200
rtachicago.org

New transit legislation in effect Jan. 1

Transit Benefit Fare Program expansion

A [new law](#) went into effect at the start of the New Year, expanding the pre-tax [Transportation Benefit Program](#) to more workplaces across the RTA service region. The program helps employers provide their workers the ability to set aside funds to pay for transit with pre-tax dollars, saving money on their commute throughout the year. All employers with 50 or more full-time employees and within one mile of fixed-route transit service are required to offer the program and can enroll either through RTA or their payroll service provider. RTA staff have published a [searchable map](#) of the coverage area, as required by the law, and developed a [communication toolkit](#) for state lawmakers, local officials, and business groups as part of an outreach campaign to promote the program.

Ride Free program enhancements

RTA's Ride Free program offers people with disabilities and adults aged 65 or older and who qualify for the Illinois Department on Aging's Benefit Access Program (BAP) free fares on all transit services in the region. Now, after an initial eligibility determination, [riders who receive these benefits will see them automatically renewed every five years](#), rather than the current two-year renewal cycle. RTA has already implemented other enhancements to streamline the application and renewal processes for riders. Riders can submit forms online at fares.rtachicago.org for enrollment, renewal, or replacement of a lost card.



Chicago Metropolitan Agency for Planning

ATTACHMENT E

433 West Van Buren Street
Suite 450
Chicago, IL 60607

312-454-0400
cmap.illinois.gov

MEMORANDUM

TO: CMAP Board

FROM: **Amy McEwan**, Deputy Executive Director

Date: June 1, 2023

Re: Amendment Consideration for the CMAP By Laws:

Introduction:

Attached to this memo is a copy of the Boards By-Laws with potential amendments for consideration.

Article Three:

Upon recommendation of legal counsel, provides further clarification on virtual meeting participation.

Upon recommendation of legal counsel, provides clarification that the board and its committees may use a consent agenda to transact business.

Provide clarity and transparency by documenting in the by-laws the long-standing practice of maintaining on the Executive Committee 2 members each from the City of Chicago, Cook County and the Collar Counties.

Article Four: Powers of the Executive Committee

Options provided by legal counsel for Board consideration to expand the duties the Executive Committee may conduct on behalf of the board.

Authorizes the Executive Committee to:

1. accept grants and enter into the associated grant agreement when the grant is consistent with the long-range plan and the strategic direction
2. approve change orders to existing contracts for up to 10%
3. approve items that are customary operations and finance matters of the Board, when the board is not scheduled to meet (July, August, December and frequently April) or is unable to meet due to quorum for more than 14 days.
 - a. Requires notification to all board members of the Executive Committee meeting including the notice and agenda at least 72 hours prior.

- b. Limits authorizations to \$1 million dollars

Article Six: Public Participation at Hearings, Board Meetings, and Citizens' Advisory Committee

Incorporates updates to public participation that were approved by the Board on April 12, 2023.

Article Seven: Power of the Executive Director

Upon recommendation of legal counsel, ties the simplified acquisition threshold or maximum contract authority of the Executive Director to the limits defined in State Statute.

Article Ten: Miscellaneous

Emergency purchases during a federal or governor declared state of emergency – increase the limit to \$250,000. This provision provides a safety net if significant damage occurred to the CMAP office, personal protective equipment were required by staff to perform the work, or other major impact was experienced during a declared state or federal emergency.

**BY-LAWS OF THE
CHICAGO METROPOLITAN AGENCY FOR PLANNING**

Adopted June 21, 2006

Revised November 28, 2007

Revised November 13, 2013

Revised October 11, 2017

Revised June 9, 2021

**BY-LAWS OF THE
CHICAGO METROPOLITAN AGENCY FOR PLANNING**

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ARTICLE ONE
Purpose of the Chicago Metropolitan Agency for Planning

The Chicago Metropolitan Agency for Planning (“CMAP”) was created by the Regional Planning Act (70 ILCS 1707/1 et. seq.) (the “Act”), and the agency’s Policy Committee is the federally-designated Metropolitan Planning Organization for northeastern Illinois as detailed in the Federal-Aid Highway Act of 1962 [23 U.S.C. § 134]. The Act provides for a consolidated regional planning agency to plan for the most effective public and private investments in the northeastern Illinois region, to better integrate plans for land use and transportation, program transportation funds, and serve as the region’s data hub.

CMAP was created to address the development and transportation challenges in Cook, DuPage, Kane, Kendall, Lake, McHenry and Will Counties. The agency also provides research on transportation system safety and equity, freight, housing, economic development, and environment and natural resources through the federally- required metropolitan planning process.

These Rules shall serve to guide the proper functioning of the urban transportation planning process by CMAP as well as general procedures and policies for CMAP, and CMAP committees.

ARTICLE TWO
Definitions

As used in these By-Laws, the following terms shall mean:

- (a) Act means the Regional Planning Act, effective August 9, 2005, as amended now and hereafter.
- (b) Board means the fifteen voting members and non-voting members of CMAP.
- (c) Board member means a voting member or non-voting member of CMAP.
- (d) Policy Committee means the decision-making body of the MPO.
- (e) Chair means the Chair of the Board.
- (f) Executive Director means the Executive Director of the Chicago Metropolitan Agency for Planning.
- (g) Northeastern Illinois region means Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will Counties.
- (h) CMAP means the Chicago Metropolitan Agency for Planning created pursuant to the Act.

ARTICLE THREE
Organization of the Chicago Metropolitan Agency for Planning

1. Composition of the Board

The CMAP is governed by a board (“Board”) consisting of the following 15 voting members and non-voting members, all as appointed ~~by~~ pursuant to the Regional Planning Act (the “Act”) and serving for initial terms as follows:

- A. One member from DuPage County appointed cooperatively by the mayors of DuPage County and the chief elected county official of DuPage County with a term expiring on July 1, 2007.
- B. One member representing both Kane and Kendall Counties appointed cooperatively by the mayors of Kane County and Kendall County and the chief elected county officials of Kane County and Kendall County with a term expiring on July 1, 2007.
- C. One member from Lake County appointed cooperatively by the mayors of Lake County and the chief elected county official of Lake County with a term expiring on July 1, 2009.
- D. One member from McHenry County appointed cooperatively by the mayors of McHenry County and the chief elected county official of McHenry County with a term expiring on July 1, 2009.
- E. One member from Will County appointed cooperatively by the mayors of Will County and the chief elected county official of Will County with a term expiring on July 1, 2009.
- F. Five members from the City of Chicago appointed by the Mayor of the City of Chicago. As designated at the time of appointment, the terms of 2 of these members shall expire on July 1, 2007 and the terms of the other 3 members shall expire on July 1, 2009.
- G. One member from that portion of Cook County outside of the City of Chicago appointed by the President of the Cook County Board of Commissioners with a term expiring on July 1, 2007.
- H. Four members from that portion of Cook County outside of the City of Chicago appointed, with the consent of the President of the Cook County Board of Commissioners, as follows:
 - 1) One by the mayors representing those communities in Cook County that are outside of the City of Chicago and north of Devon Avenue with a term expiring on July 1, 2007.

- 2) One by the mayors representing those communities in Cook County that are outside of the City of Chicago, south of Devon Avenue, and north of Interstate 55, and in addition the Village of Summit with a term expiring on July 1, 2009.
 - 3) One by the mayors representing those communities in Cook County that are outside of the City of Chicago, south of Interstate 55, and west of Interstate 57, excluding the communities of Summit, Dixmoor, Posen, Robbins, Midlothian, Oak Forest, and Tinley Park with a term expiring on July 1, 2007.
 - 4) One by the mayors representing those communities in Cook County that are outside of the City of Chicago and east of Interstate 57, and, in addition, the communities of Dixmoor, Posen, Robbins, Midlothian, Oak Forest, and Tinley Park with a term expiring on July 1, 2009.
- I. The Policy Committee may appoint one of their members to serve as a non-voting member and the CMAP Board may appoint other non-voting members of the Board. All members must reside in the seven-county region.
2. Terms

After their initial terms, Board members shall hold a term of 4 years or until successors are appointed and qualified.
 3. Vacancies

If a vacancy occurs, the appropriate appointing authority shall fill the vacancy by an appointment for the unexpired term.
 4. Compensation

Board members shall receive no compensation, but shall be reimbursed for expenses incurred in the performance of their duties.
 5. Attendance by Video or Audio Conference

Board members or committee members may attend a Board or committee meeting via audio or video conference as only to the extent permitted under the Open Meetings Act (5 ILCS ~~1201/1~~120/1, *et seq.*), now and as hereafter amended.

~~6. Virtual Meetings~~

~~The Board and its committees may conduct meetings by audio or video conference, without the physical presence of a quorum of the members, to the extent permitted by, and in accordance with, Section 7(e) of the Illinois Open Meetings Act, as may be amended.~~

7. Quorum

A majority of the voting Board members holding office shall constitute a quorum for the purpose of convening a meeting of the Board.

8. Voting

- A. A vote shall be taken on any motion, resolution, or ordinance of the CMAP Board and shall be included in the record of the meeting.
- B. The affirmative votes of at least 4/5 of the voting Board members in office is necessary for the Board to take any action [for which Board approval is required pursuant to the Act or these By-Laws](#). A Board member or committee member who attends a meeting via ~~telephone~~[audio or video conference](#) (as provided in [Article 3, Section 5](#)- above) is considered present for purposes of voting.

9. Regular Meetings and Time and Place of Meetings

Regular meetings of the Board shall be held at least once in each calendar quarter. The time and place of Board meetings shall be fixed by resolution of the Board.

10. Special Meetings

Special meetings of the Board may be called by the Chair or a majority of the Board members.

11. Workshop Meetings

The Board may choose to hold workshop meetings from time to time, by a call of the Chair or a majority of the Board members. A quorum shall not be necessary for conducting a workshop; however, all board workshops shall be noticed in the same manner as regular meetings of the Board, and no final action may be taken at any Board workshop. Workshop meetings shall be considered meetings of the Board for purposes of these By-Laws and the Open Meetings Act.

12. Notice to Board Members

A written notice of the time and place of any special meeting or workshop shall be provided to all Board members at least 96 hours prior to the date fixed for the meeting by regular mail, e-mail or facsimile, except that if the time and place of a special meeting is fixed at a regular meeting at which all Board members are present, no such written notice is required.

13. Chair, First Vice Chair, and Second Vice Chair

At its initial meeting and its first regular meeting after July 1 of each year thereafter, the Board shall appoint from its membership a Chair, a first vice Chair and a second vice Chair who will all serve until their successors are appointed. The first vice Chair shall act as Chair during the absence or disability of the Chair and in case of resignation or death of the Chair and shall carry out such other duties as designated by resolution of the Board. If the first

vice Chair is unavailable to take on such duties, the second vice Chair shall act as Chair during the absence or disability of the Chair and in case of resignation or death of the Chair and shall carry out such other duties as designated by resolution of the Board.

14. Agenda Development and Distribution ~~For~~for Board Meetings

- A. Before a Board meeting, the Chair shall review a tentative agenda prepared by the Executive Director and set a final agenda for the upcoming Board meeting. Board members' requests to place an item on the agenda shall be made to the Executive Director or the Chair at least 96 hours prior to the date fixed for the meeting.
- B. The Executive Director shall provide the agenda for each regular meeting to all Board members at least 72 hours before such meeting. The Executive Director shall also provide to each Member a draft of each ordinance or resolution to be proposed for action of the Board at least 72 hours before such meeting. The agenda for such meeting shall be posted at the principal office of CMAP and at the location where the meeting will be held, at least 48 hours before such meeting. Revisions to the agenda may be made by the Chair or by a majority of the Board not less than 72 hours prior to the meeting, including addition to the agenda of items requiring adoption of an ordinance or resolution at the meeting, provided, however, that a copy of each ordinance or resolution is also made available to each Member.

15. Consent Agenda

- A. At any meeting, the Board may, by unanimous consent, take a single vote on the several questions of the passage of any two or more of the designated ordinances, orders, resolutions, or motions placed together for voting purposes in a single group (the "Consent Agenda"). The Executive Director may, but is not required to, submit a Consent Agenda to be considered by the Board at each Board meeting. The Consent Agenda may contain (1) all matters deemed by the Executive Director to be of a noncontroversial nature; (2) all matters on which the Board has previously issued a preliminary favorable vote or recommendation; and (3) the approval of bids when the recommendation is to accept the low bidder.
- B. Any item may be removed from the Consent Agenda at the Board meeting by the request of any one member. Upon removal, the item will be considered and voted upon separately.
- C. A single vote on the Consent Agenda shall be deemed in compliance with all requirements of law for all intents and purposes as if the vote in each case had been taken separately for each individual item on the Consent Agenda. Members voting on the Consent Agenda may state those specific items for which they vote nay, or abstain.

16. ~~15.~~ Minutes of Board and Committee Meetings

Written minutes of all Board and committee meetings shall be prepared. Such minutes shall include, but need not be limited to:

- 1) the date, time and place of the meeting;
- 2) the members recorded as either present or absent (if any members attended via audio or video conference, the minutes of such meetings must state which members were physically present and which members were present via audio or video conference); and
- 3) a summary or discussion on all matters proposed, deliberated or decided, and a record of any votes taken.

Board members may request that specific comments be included in the minutes.

Minutes of all meetings open to the public shall be maintained on file by the Executive Director.

Minutes of prior meetings open to the public and prior meetings closed to the public shall be furnished to Board members in the advance Board packages for review and approval at the ensuing Board meeting.

Minutes of meetings open to the public shall be available for public inspection during the regular business hours of CMAP at the principal office of CMAP within 7 days of the approval of such minutes. Minutes of meetings closed to the public shall be placed in a confidential file and available for public inspection only after the Board determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.

The Board shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

17. ~~16.~~ Compliance with the Open Meetings Act

All meetings of the Board and committees shall be held in compliance with the Open Meetings Act (5 ILCS 1201/1, *et seq.*), now and as hereafter amended.

18. ~~17.~~ Board Committees

The committees of the Board may make recommendations to the Board, but, except as provided to the contrary in these By-Laws with respect to the Executive Committee, the Board takes all actions for CMAP. The committees of the Board are as follows:

- A. Executive Committee. The Executive Committee is to be comprised of six members, as follows:
 1. Two members from among the Board members representing the City of Chicago;

2. Two members from among the Board members representing suburban Cook County; and
3. Two members from among the Board members representing DuPage, Kane, Kendall, Lake, McHenry, and Will Counties.

The Executive Committee shall serve as the audit and finance committee and (i) manage the day-to-day operations of CMAP; (ii) review and direct the activities of the other committees of CMAP; (iii) make recommendations on an executive director; (iv) develop strategic plans and policies for CMAP; and (v) develop a funding plan for the CMAP. Further, the Executive Committee shall have those powers and duties set forth in Article ~~Four~~⁴ of these By-Laws.

- B. Transportation Committee. The CMAP Board shall jointly determine the structure and member organizations of the Transportation Committee with the Policy Committee. The Transportation Committee shall fulfill duties outlined in the Memorandum of Understanding (MOU) between CMAP and the Policy Committee.
- C. Citizens' Advisory Committee. The CMAP Board shall create a standing Citizens' Advisory Committee to provide continuous and balanced public representation in the development of regional plans and policies.
- D. Any other committees created by the Board. Such committees shall have such duties as the Board designates.

The Board can change the duties of any committee or dissolve any committee at any time, with the exception of the Citizens' Advisory Committee and the Transportation Committee which shall be done jointly with the Policy Committee. The Chair shall appoint members to committees and designate committee chairmen at the beginning of each calendar year or at the time the Committee is created. The Chair of each committee shall serve for the balance of the calendar year and until a successor is appointed. The Chair of any committee may be reappointed as Chair of the committee.

The Chair may delegate to the Executive Director management of committees created pursuant to this section, including but not limited to the appointment of committee members and Chair, establishment of meeting dates, and the setting of meeting agendas. The Executive Director may also establish technical committees to advise CMAP staff.

Any question of committee jurisdiction over an issue shall be raised with the Executive Director.

19. ~~18.~~ Live-streaming

The Board will broadcast open meetings of the board in real time using a high-speed Internet connection in compliance with the Regional Planning Act.

ARTICLE FOUR
Powers of the Executive Committee

1. In addition to those duties set forth in Article Three, Paragraph ~~17~~18.A of these By-Laws, the Executive Committee has been established by the Board to:
 - A. discuss CMAP agenda items, legislative issues, and similar concerns and business, for recommendation(s) to the Board;
 - B. take action on certain administrative items, including (i) procurements for work activities that have been approved by the board ~~in CMAP's annual budget and workplan;~~ and (ii) accepting grant funding, and approving, entering into, and implementing associated grant agreements, consistent with CMAP's then-current long-range plan and strategic direction;
 - C. annually review the performance of the Executive Director, and upon completion of its review, to forward its findings and recommendations to the full Board;
 - D. issue and approve a change order to any purchase order or contract, provided that no such change order, individually or when combined with any previous change order to the same purchase order or contract, exceeds 10 percent of the original price of the purchase order or contract; and
 - E. ~~D.~~ consider and provide direction to the Executive Director regarding such other matters that may come before CMAP from time to time.

2. In addition to the powers and authorities set forth in Paragraph 1 of this Article 4, and except as expressly provided to the contrary in these By-Laws, whether because no meeting of the Board has been scheduled or due to failure to obtain a quorum at a scheduled meeting of the Board, at any time at which the Board has not met in the prior 14 days, and will not meet for at least 14 days, the Executive Committee may exercise any and all customary powers of the Board related to CMAP operations and finances, but only in compliance with the following:
 - A. The powers granted to the Executive Committee pursuant to this Section 3 may not be exercised unless notice and the agenda of the Executive Committee meeting has been sent to all Board members at least ___ hours in advance.
 - B. The Executive Committee may not, pursuant to this Section 2, authorize the expenditure of more than \$500,000 for any specific project or contract.

3. ~~2.~~ The Executive Committee shall report its actions on all matters to the Board at the next available meeting.

4. Under no circumstances will the Executive Committee have the authority to approve the long-range plan.

ARTICLE FIVE
Citizens' Advisory Committee

Pursuant to Section 40(c) of the Act, a standing Citizens' Advisory Committee will be created by the Board to provide continuous and balanced public representation in the development of regional plans and policies.

ARTICLE SIX
Public Participation at Public Hearings, Board Meetings, and Citizens' Advisory Committee Meetings

1. Requirement

In connection with its review and development of any regional plans and prior to any plan's approval, the Board must hold a public hearing.

2. Participation

CMAP's public bodies provide the opportunity for public comment at its meetings. This is included as a standing agenda item following "Other Business". In-person, virtual, and email public comment is permissible.

CMAP will follow these rules governing public comment:

- A. Public comments must be germane to the business of the specific public body.
- B. The order of the public comment may be modified at the discretion of the executive director or chair.
- C. The total cumulative time of all public comment shall be limited to 15 minutes, unless determined otherwise by the Chair. Public comment is limited to three minutes per individual unless the Chair designates a longer or shorter time period. If a member of the public fails to abide by the relevant time limit for comment, the Chair may interrupt the speaker and proceed to the next commenter or agenda item.
- D. To be included in the public record, written comments must be submitted at least 24 hours before the meeting via email at info@cmap.illinois.gov, or in writing to: CMAP 433 W. Van Buren St., Ste 450, Chicago, IL 60607. The email or written comment should include:
 - a. Commenter's name

- b. Affiliation (optional)
 - c. Committee to address
 - d. Comment, indicating the related agenda item
 - e. CMAP will maintain a record of all written public comments and make it publicly available.
- E. Submitting comment on the meeting day:
- a. In-person speakers need to complete a public comment card and submit to CMAP staff prior to the Public Comment item on the agenda.
 - b. Virtual participants will be prompted to add their name to the virtual meeting platform's chat box to indicate their intent to speak.
- F. The meeting chair shall invite public comment in this order:
- a. Comments from in-person attendees submitted ahead of time
 - b. Comments from in-person attendees not previously submitted
 - c. Comments from virtual attendees submitted ahead of time, and
 - d. Comments from virtual attendees not previously submitted.
- G. The meeting chair may interrupt any speaker who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs, distracts from, or otherwise impedes the orderly conduct of a meeting.
3. Conduct of Hearings

The presiding officer for each hearing shall be designated by the Chair, and shall be a Board member or officer or employee of CMAP. Notice of the time, date, and place set for the hearing must be by posting a copy of such notice at the principal office of CMAP, by giving notice to those news media which have filed a request for public notices pursuant to law, and by posting on CMAP's website, published in a newspaper having a general circulation within the northeastern Illinois region at least 30 days prior to the date of the hearing. The notice must contain a short explanation of the purpose of the hearing. The hearing may be continued, as deemed necessary by the Board.

Procedures for public hearings, Board meetings and Citizens' Advisory Committee meetings set forth in this Article shall apply to all such hearings and meetings under the Act, except as otherwise noted herein. Hearings required under any statute or regulation of the United States or the State of Illinois shall be held under this part to the extent consistent with such statute or regulation.

Minutes for each hearing and copies of all written materials submitted in connection with each hearing shall be maintained by the Executive Director.

ARTICLE SEVEN
Powers of the Executive Director

1. In addition to those powers provided by law, ordinance or resolution of the Board, the Executive Director:
 - A. shall hire deputy directors and other employees as needed.
 - B. shall have the authority to enter into contractual commitments where the total of the compensation provided under such commitment ~~or the compensation to that provider of contractual~~ does not exceed the annually adjusted Simplified Acquisition Threshold for professional and artistic services as established under all other contractual commitments made within the fiscal year does not exceed \$50,000 the Illinois Procurement Code (30 ILCS 500/20-20). Procurements shall not be artificially divided so as to constitute a small purchase eligible to this provision of the Illinois Procurement Code.

ARTICLE EIGHT
Access to Public Records

CMAP shall grant access to public records in compliance with the Freedom of Information Act (5 ILCS 140/1 *et seq.*) and the Regional Planning Act. In accordance with the Regional Planning Act, the Board shall post recordings of its open meetings on its website within a reasonable time after the meeting.

ARTICLE NINE
Maintenance of Public Records

CMAP shall maintain records in accordance with the provisions of the State Records Act (5 ILCS 160/1 *et. seq.*) and the Regional Planning Act.

ARTICLE TEN
Miscellaneous

1. Annual Report

~~**ARTICLE TEN Miscellaneous**~~

The Board shall prepare, publish, and distribute an annual report and any other reports and plans that relate to the purpose of this Act.

2. Emergency Purchases

In the event the Federal government or the Governor declares a “State of Emergency,” the Chair, First Vice Chair, Second Vice Chair, or Executive Director may authorize the

purchase of, or contract for, or services required in contemplation of, preparation for, or during, an emergency utilizing the competitive bidding or competitive proposal procedures set forth in the CMAP's Procurement Rules. During a "State of Emergency," the Executive Director shall be authorized to provide for the distribution of federal or state aid for repairs, replacements, or the distribution of aid. Notwithstanding the foregoing, at least two signatures, one by a Board Officer (use of an electronic signature may be authorized for this purpose) and one by the Executive Director, shall be required to effectuate an emergency expenditure. Emergency purchases of goods or services where the expenditure by CMAP is estimated to be \$250,000 or greater shall be subject to ratification by the Executive Committee or Board as soon as practicable. The Chair, First Vice Chair, Second Vice Chair, or Executive Director will inform the Board of any such emergency actions at the next available meeting.

3. Policy Committee Representation

At the beginning of every other calendar year, the Chair shall appoint two of the Board's members to the MPO Policy Committee as permitted by the Policy Committee bylaws and the Board shall approve the appointments. The two appointments shall reflect the geographic distribution of the region and shall not both be from the same geographic area (the City of Chicago as defined in Article Three, paragraph F; Suburban Cook County as defined in Article Three, Paragraphs G and H; or the Collar Counties as defined in Article Three paragraphs A-E).

4. Amendments

These By-Laws may be amended or repealed by the affirmative votes of at least 4/5 of the voting Board members in office at a special or regular meeting, provided that the proposed amendments to these By-Laws or a notice stating that the Board seeks to repeal these By-Laws (whichever is applicable) is sent to the Board members at least 14 days before said meeting.

5. Parliamentary Authority

Except where inconsistent with the provisions of the Act or these By-Laws, Robert's Rules of Order shall govern the conduct of all meetings of the Board and the committees.

6. Effective Date

These By-Laws shall be effective upon approval of at least 4/5 of the voting Board members then in office.

###

Document comparison by Workshare 10.0 on Tuesday, June 6, 2023 3:15:09 PM

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Description	CMAP - Bylaws (Spring '23) (00131659-5xFDE7A)
Rendering set	Standard

Legend:	
<u>Insertion</u>	
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Split/Merged cell	
Padding cell	

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Deletions	36
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Moved to	0
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